

POST OFFICE DEPARTMENT
BUREAU OF THE CHIEF INSPECTOR
OFFICE OF INSPECTOR
P. H. Besselievre,
INSPECTOR
Salt Lake City 10, Utah,
January 21, 1946.

CASE NO. 68922-S

kb

HEBER, UTAH: Establishment of city delivery service.

Mr. Heber Rasband,
Postmaster,
Heber, Utah.

Dear Sir:

An investigation has just been completed relative to the proposed establishment of city delivery service at Heber, Utah. It is requested that you give consideration to the matters outlined in this letter and furnish me with a written statement of your views. A check of the gross postal receipts and the population of Heber discloses that these requirements have been met.

There is herewith a map of Heber which includes all of the streets believed to be entitled to city delivery service. The outside boundaries of the proposed city delivery are shown on the map by heavy black lines, the business district in red, the concrete sidewalks in blue, and the paved streets in light green. The proposed foot routes have been designated as No. 1 and No. 2, and the proposed auxiliary mounted route to serve more sparsely built areas has been shown as "Aux." It is proposed that the foot routes will be served on a two-trip basis daily, except Saturday when one trip will be made. The auxiliary mounted route will receive one trip daily, including Saturdays. It is further proposed that the auxiliary mounted carrier will deliver the parcel post. Approximately 95% of the letter mails and 90% of the parcels are received at Heber about 5:00 a.m., over the star route from Salt Lake City to Vernal, Utah. The balance of the letter and parcel mails are received in the early afternoon, by 2:15 p.m., when the last dispatch of the day leaves. It is proposed to schedule the carriers in such manner that the first-trip will enable them to bring in the bulk of the outgoing mails for this early dispatch and also make deliveries in the afternoon of mails received that day. The proposed schedules will be set out later in this letter. It is proposed that the foot carriers will take out all first-class matter, daily newspapers, and time limit

HEBER, UTAH.
(Ltr. to PM)

-2-

Case No. 68922-S.

matter on their first trip, and that circular mails, magazines, and small parcels be delivered on the second trip, together with mails received after departure on the first trip. The auxiliary mounted carrier will take out all mails for his route on the one trip.

It was found during the investigation that cement sidewalks in the major portion of the city have been provided only on one side of the street, and that the opposite sides of the streets have been surveyed for sidewalks, but they have not been provided. However, these surveyed areas are raised in such manner that they can be traveled by a carrier, the foundation being gravel or grass. It was noted, however, that the majority of the property owners have not removed snow from these areas, and this would necessitate the carrier traveling in the street. Generally the cement sidewalks are kept clear. All of the streets are graveled, drained, and will not present difficult travel. The building lots at Heber are much larger than in the average community, the homes being surrounded by large lawns and garden plots. In view of these circumstances the routes will require more walking for carriers and necessitates assigning less possible stops. It is understood that several years ago a program was instituted for the erection of street signs and the numbering of the homes and that this was completed. However, at this time only relatively few street signs are up and these are in such condition that they are not readily legible. House numbers have been removed from many homes and others have been painted over so that they cannot be readily seen. It is very important that these requirements be met, as the patrons of city delivery must use correct house numbers and street addresses to facilitate the delivery of mail.

It is understood that the city council has taken action toward furnishing suitable street signs and that one of the local service clubs intends to inaugurate a program to have all houses numbered. Recommendation will be made that city delivery service be established at Heber, but that inauguration of service be withheld until completion of the erection of suitable street signs and the numbering of the homes. It is suggested that when this project is complete that you notify the First Assistant Postmaster General, Post Office Service, Washington 25, D. C., furnishing the number and title of this case, which you will find in the heading.

None of the homes have been provided with mail receptacles and it will be necessary that at least 85% of them be so provided before

HEBER, UTAH
(Ltr. to PM)

-3-

Case No. 68922-S.

service can be extended, in the event the Department authorizes establishment of city delivery service. It will be necessary for those patrons residing in the areas proposed for auxiliary mounted route service to provide rural type mail boxes at the curb line, such to be erected in a manner that the carrier will not have to dismount from his vehicle to serve the boxes. The carrier will, however, effect delivery of parcels too large for the box, insured, registered and c.o.d. mails to the residences.

The proposed lines of travel for the two foot routes are herewith on separate sheets. It will be noted on the map and in the proposed lines of travel that the division has been made at Center Street. This will facilitate distribution in the office, and also enable you to make adjustments in the foot routes to equalize the work of these carriers. All parcels up to the size of a shoe box will be delivered by the foot carriers on their respective routes, except when the quantity is such that it would overburden the carrier. The foot routes have been laid out in such manner that the carrier can return to the post office for additional mail, this obviating the necessity for relay boxes. All carriers will collect mail from the street letter boxes as they reach them, and the location of these boxes has been shown on the map.

It is noted that an average of 43 parcels larger than a shoe box are received daily for delivery. It is proposed that the mounted auxiliary carrier will make delivery of parcel post to the business section, then proceed in the delivery of all classes of mail in the auxiliary territory, and make delivery of parcels to adjacent residential foot territories without making a special trip for delivery of parcel post in these sections. There are herewith copies of the proposed line of travel for the auxiliary mounted route, but some deviation will be necessitated through the delivery of parcel post in the residential areas.

The following shows the proposed schedules for the foot routes and the auxiliary mounted route:

HEBER, UTAH.
(Ltr. to PM)

-4-

Case No. 68922-S.

FOOT ROUTES

Begin	8:00 a.m.	Begin	2:30 p.m.	2
Leave	9:00 a.m.	Leave	2:45 p.m.	2 15
Return	12:50 p.m.	Return	5:15 p.m.	4 45
End	1:00 p.m.	End	5:30 p.m.	5 00

MOUNTED ROUTE (Auxiliary)

Begin	8:00 a.m.
Leave	9:15 a.m.
Return	12:45 p.m.
End	1:00 p.m.

As the majority of business houses do not open until 9:00 a.m., it is considered that the reporting time of 8:00 a.m. will prove sufficient. However, on Mondays and days following holidays, it is suggested that the carriers be required to report sufficiently in advance of the scheduled time in order that they may leave to serve the routes at approximately the same time as on lighter days. The foregoing schedule for the foot routes provides for the delivery of all mails received each day, except Saturdays when only one trip will be made. All mails on hand for delivery on Saturdays should be delivered on the one trip.

It is estimated it will require the auxiliary mounted carrier 1 hour 15 minutes to case his mail and sort the parcel post. It is further estimated that he can deliver the parcel post and serve the auxiliary route in 3 hours 30 minutes, and a small allowance has been made for office time upon his return. Total time of 5 hours daily for this route will be recommended, except for Mondays and days following holidays when it is believed an additional hour will be necessary. An allowance of $3\frac{1}{2}$ hours daily will be recommended for a motor vehicle on normal days, and $4\frac{1}{2}$ hours on Mondays and days following holidays. It is necessary that the postmaster exercise proper supervision in the use of auxiliary and motor vehicle allowances.

Recommendation will be made to the Department that the city delivery service be inaugurated at Heber on an auxiliary basis for a

HEBER, UTAH.
(Ltr. to PM)

-5-

Case No. 68922-S.

period of at least three months, to determine whether the full time of two foot carriers is necessary. Due to the number of possible stops assigned to each route and the distance to be traveled, it appears that the routes will require full time, but this must be determined by actual application of the work. To conduct the city delivery service on an auxiliary basis, the following allowances will be necessary for a normal quarter, and the June quarter, 1946, is used as an example:

	<u>FOOT ROUTES</u>	<u>Hours</u>	<u>Cost at 84¢ per hour</u>
<u>WEEKDAY DELIVERIES:</u>			
50 days at 16 hours each	800	\$ 672.00	
<u>SATURDAY DELIVERIES:</u>			
13 days at 12 hours each	156	131.04	
<u>MONDAY DELIVERIES:</u>			
13 days at 18 hours each	234	196.56	
<u>DAYS FOLLOWING HOLIDAYS:</u>			
1 day at 18 hours each	<u>18</u>	<u>15.12</u>	
TOTALS	1208	\$ 1014.72	

	<u>MOUNTED ROUTE (Auxiliary)</u>	<u>Hours</u>	<u>Cost at 84¢ per hour</u>
<u>WEEKDAY DELIVERIES:</u>			
50 days at 5 hours each	250	\$ 210.00	
<u>SATURDAY DELIVERIES:</u>			
13 days at 5 hours each	65	54.60	
<u>MONDAY DELIVERIES:</u>			
13 days at 6 hours each	78	65.52	
<u>DAYS FOLLOWING HOLIDAYS:</u>			
1 day at 6 hours each	<u>6</u>	<u>5.04</u>	
TOTALS	399	\$ 335.16	

HEBER, UTAH.
(Ltr. to PM)

-6-

Case No. 68922-S

It has been indicated by you that a suitable vehicle can be obtained at Heber for the delivery of parcel post and service on the proposed auxiliary mounted route at the rate of 45¢ per hour. The following shows the vehicle allowance necessary for a normal quarter, the June quarter, 1946, being used as a basis:

<u>MOTOR VEHICLE ALLOWANCE</u>		<u>Hours</u>	<u>Cost at 45¢ per hour</u>
<u>WEEKDAY DELIVERIES:</u>			
50 days at $3\frac{1}{2}$ hours each		175	\$ 78.75
<u>SATURDAY DELIVERIES:</u>			
13 days at $3\frac{1}{2}$ hours each		45 $\frac{1}{2}$	20.47
<u>MONDAY DELIVERIES:</u>			
13 days at $4\frac{1}{2}$ hours each		58 $\frac{1}{2}$	26.33
<u>DAYS FOLLOWING HOLIDAYS:</u>			
1 day at $4\frac{1}{2}$ hours each		4 $\frac{1}{2}$	2.03
	TOTALS	283 $\frac{1}{2}$	\$ 127.58

In the event the Department authorizes two regular carriers for the foot routes, it will be necessary to compensate them for Saturday service. It is proposed that one route be carried by a substitute on Saturday and that one regular carrier be employed. It is estimated that the one trip on Saturdays on the foot routes will require approximately 6 hours on each route. The one regular carrier employed on Saturday can be compensated on one of the lighter days of the week, possibly Tuesday or Wednesday, a substitute replacing the carrier who will be off. This would necessitate an allowance of the following auxiliary in lieu of that previously shown:

	<u>Hours</u>	<u>Cost at 84¢ per hour.</u>
<u>SATURDAY SERVICE:</u>		
13 days at 6 hours each	78	\$ 65.52
<u>SATURDAY COMPENSATORY:</u>		
13 days at 6 hours each	78	65.52
	TOTALS	156 \$ 131.04

HEBER, UTAH
(Ltr. to PM)

-7-

Case No. 68922-S.

The foregoing does not include absences of regular employees for annual or sick leave and it is proposed that hour for hour replacement be granted.

It will be recommended that 6 street letter boxes and posts be furnished, and these should be erected at the points shown on the map. There is at this time one small collection box in front of the post office, with standard post, and this should be used to supplement the 6 boxes requested, as it is proposed to erect a total of 7 boxes within the city delivery limits. It will be recommended that one large collection box be furnished for erection in front of the post office. It is desirable to have a large box at this point, and you have stated that some of the patrons at Heber have objected to the small box as it will not accommodate some of their mailing when the office is closed. It will be recommended that three carrier cases and tables, Item 124, with 216 separations each, and three carrier stools, Item 127-B, 23-inch, be furnished. Other supplies needed in the city delivery service should be requisitioned by you from the Fourth Assistant Postmaster General, Division of Equipment and Supplies, immediately after formal authorization of the establishment of city delivery service is received from the Department.

The supervision of city delivery service rests entirely with the postmaster in an office the size of Heber, and you should familiarize yourself with the provisions of the pamphlet entitled "Supervision of City Delivery Service," a copy of which will be made available to you. Provisions of the eight-in-ten hour law, forty-hour week law, night differential, and the application of the Postal Service Rating System apply to carriers in the same manner as for the clerical force.

In accordance with the Postal Laws and Regulations, the carriers will be required to wear standard uniforms as soon as they receive appointments under the Civil Service rules in accordance with Sections 918 to 923, P. L. & R., 1940.

The establishment of city delivery service at Heber, Utah, will be recommended, and you should take no further action until you have received full instructions from the Department. However, as previously stated herein, you should notify the First Assistant Postmaster General when the erection of street signs and the numbering of homes in Heber has been completed. In your reply to this letter, kindly advise me with regard to your views as to the territory included in the proposed

HEBER, UTAH.
(Ltr. to PM)

-8-

Case No. 68922-S

delivery district and whether you concur in the proposed allowances and schedules. Please send your reply to me at Salt Lake City 10, Utah, and it will be included with my report to the Department.

Very truly yours,

P. H. Besseliene
Post Office Inspector.